

~~CONFIDENTIAL~~

2/19/51

MEMORANDUM FOR: Director of Training

SUBJECT: Comments on Orientation Course

1. In my opinion the following comments should be made:

a. The pace of the course should be speeded up considerably. The thirty minutes allowed for registration should be omitted entirely and the "breaks" should be fewer and never longer than ten minutes.

b. In general there was rather too much detail given on the functions of each office. O/O in particular should not have been allowed to put their division chiefs on the stand.

c. The administrative support for the Agency could be covered by one speaker in enough detail for the purposes of this audience.

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d. Mr. Houston's presentation could be, combined into that of [redacted] immediately following. *eliminated + the substance*

e. The recapitulation at the end of the course is an excellent idea, and a good example can clarify the relationships between the various intelligence components. The treatment, however, could be improved and the message left with the audience that there is a worthwhile job to do and that each of them has an important role in seeing that the job is done and done better than ever before.

f. If the first four suggestions are accepted, it should be possible to cut the time required for the course to about a day and a half. This would be highly desirable from the point of view of the individual and the office which is deprived of his sources for the period.

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Office of Intelligence Coordination